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Civilian Radioactive Waste Management

DESK INSTRUCTION DI-010

Activity: Internal Audits
Requirement: AP-18.3 Q Internal Audit Program (Q)
Process Owner: Jose A. Archuleta

Purpose

The purpose of this Desk Instruction (DI) is to describe the internal SNL process for achieving compliance with the requirements of AP-18.3Q Internal Audit Program.

Goal

To ensure that SNL provides satisfactory support to internal audit activities scheduled by the BSC QA Department as per the requirements of AP-18.3Q.

Implementation

- As SNL Point of Contact, coordinate audit activities scheduled by BSC QA.
- Send notification to appropriate SNL management and staff regarding scope of audit, dates of activity, location of activity and names of auditors.
- Schedule audit entrance and exit meetings.
- Identify and reserve office space for use by audit team.
- Develop list of people for interaction activities with auditors.
- Participate in the audit activity as an auditee in areas of QE knowledge.
- Respond to any questions or concerns raised by the auditors regarding audit logistics or interactions with SNL personnel.
- Coordinate corrective actions for any Condition Reports, as per AP-16.1Q, resulting from the activity to include; initial response on immediate actions taken, identification of SNL staff responsible for corrective actions, identification of extending issues, satisfactory closure.
- Submit a copy of the final audit report to the SNL YMP Records Center.

Compliance achieved when: All condition reports (if any) are satisfactorily closed.